

# THE GRAND

## **DIRECTOR OF PRODUCTION AND FACILITY OPERATIONS**

### **JOB DESCRIPTION / DUTIES**

The Director of Production and Facility Operations is a Calgary-based administrative role and part of the Senior Management team. The position requires: performing arts industry knowledge; business, financial and production experience; a passion for live performing and contemporary arts; and strong interpersonal, communication and leadership skills.

Reporting to the Executive Director, the incumbent is an active, contributing and self-directed member of the team, overseeing regular full time and part time employees and contractors on the production, front of house, rental booking and facilities teams.

### **TASKS INCLUDE:**

- Contracting and managing staff, contractors and service providers
- Managing, in conjunction with Operations Department staff, all production activities, bookings, facilities and front of house activities, production inventory and facility maintenance and upgrading
- Developing, maintaining and managing production and booking systems, daily and long range production, maintenance and capital upgrade schedules
- Budget development; financial and statistical reporting
- Leads all aspects of Occupational Health and Safety for The Grand

The Director of Production and Facility Operations collaborates on long range budget creation, scheduling and strategic planning.

### **QUALIFICATIONS / REQUIRED SKILLS**

#### **Desired attributes and skills include:**

- A strong, collaborative work ethic
- A self-starter with a creative spirit and detail-oriented approach
- Excellent written and verbal communication skills
- Strong customer service skills
- Human resource management skills
- Strong skills in financial concepts and budgeting
- Interest in and experience with policy and procedure development
- Capacity for research and strategic thinking
- Comprehension of Equity, Diversity and Inclusion concepts
- A valid driver's license and first aid certification/experience

**Demonstrated Experience or Knowledge in the following:**

- 8+ years live performance and event production in a variety of formats, including in both presenting and producing environments. Production experience in any/all of Theatre, Dance, Music and touring considered an asset
- Facility management, maintenance, upgrading and contract development and maintenance
- Client facing customer service in event/live performance venue booking and rental
- Management in the non-profit, charitable arts sector
- Working with associations or collective agreements in the Arts (ie: CAEA, ADC, IATSE)
- Connection to or experience with local, regional, national and international artistic communities

**Familiarity with the following software / online programs is an asset:**

Google Suite, Microsoft Office, Event Management systems, such as VenueOps or Ungerboeck, Drop Box, Vectorworks, Adobe Creative Suite, Audio and Video recording, editing, playback softwares, such as Q-lab, Audition, Watchout, etc. ETC EOS software.

**Additional Information**

\$75,000 - \$95,000 annual salary range based on a full time appointment. The schedule is flexible, negotiable, and self-managed based on the needs of the organization and programming. Salary, benefits and vacation is subject to negotiation, and based on experience.

The Director will receive an annual performance review.

**APPLICATION**

Interviews for this position will commence on August 23rd, with a desired start date in mid September, negotiable.

To apply, submit your detailed cover letter and resume in confidence to Erynn Lyster by email to [info@thegrandyyc.ca](mailto:info@thegrandyyc.ca). Please include in the subject line: "Director of Production and Facility Operations applications".

**Deadline to apply is August 20th at 4:00PM.**

All applications are treated confidentially.

Should you require additional support or have access needs relating to your application – please do not hesitate to reach out to us at [info@thegrandyyc.ca](mailto:info@thegrandyyc.ca) to discuss accommodations.

Grand Theatre is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, race, ethnicity, indigeneity, gender, gender-identification, or sexual orientation. We encourage and welcome applicants of Indigenous heritage, applicants who identify as racialized, marginalized or disabled, people of colour or diverse cultural backgrounds. We endeavour to provide a culturally safe and supportive environment and have an existing work-place harassment policy with zero tolerance for harassment in all working environments.

## **Why work at The GRAND?**

The GRAND is Western Canada's oldest theatre and has been an integral contributor to Calgary's theatre and live performance communities for over 100 years. The GRAND is a non-profit organization committed to supporting our local arts community. A vision for the "new GRAND" has recently been created with its prime goal to be Calgary's Contemporary Culture House, including artistic works from a variety of disciplines such as theatre, dance, visual, music and storytelling.

The GRAND is currently hiring in a number of important roles, as a key component of this vision is to bring together a team of talented and committed people who are passionate about the arts and who possess the skills and drive necessary to bring this new vision to fruition.

[Learn more about The GRAND at our website.](#)